

City of Grapevine Benefits

This is a summary of benefits only. Policies pertaining to these benefits are on file in the Human Resources Department at the City of Grapevine and available for employees' review at any time.

Regular full-time employees receive a variety of excellent benefits. Regular part-time employees (those who are regularly scheduled to work at least 20 hours per week) receive benefits on a pro-rated basis.

Holidays

Nine holidays including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Eve, Christmas Day, and one personal day to be used before the end of the first pay period in September.

Vacation

All regular full-time and regular part-time employees accrue vacation leave for each month of active service with the City. Accrual rate increases are based on length of service and number of hours worked per regular work week. Initial accruals are earned at the rate of 15 days per year (10 hours per month) for full-time employees. Vacation accruals may be used after satisfactory completion of initial probationary period.

Sick Leave

All regular full-time and regular part-time employees accrue sick leave. Regular full-time employees accrue at the rate of 15 days per year (10 hours per month). Maximum sick leave accrual is 520 hours. Regular part-time employees accrue sick leave in proportion to hours budgeted for their position. Monthly maximum sick leave accrual shall never exceed the proportionate amount earned by a regular full-time employee. Firefighters accrue sick leave at the rate of 7 ½ shifts per year (15 hours per month). Maximum accrual is 780 hours. Sick leave accruals may be used after satisfactory completion of initial probationary period.

Sick Leave Buy Back

Any full-time employee actively at work from Nov. 1 to Oct. 31, who has an accrued balance of 160 hours of sick leave, and who has taken no more than 40 hours sick leave during that period, can surrender 40 hours for cash payment at their current hourly rate. Firefighters who have an accrued balance of 240 hours, and who have taken no more than 56 hours sick leave, can surrender 56 hours for cash payment.

Longevity Pay

Full-time employees with one full year of service as of December 1 receive longevity pay of \$48 for each completed year of service up to a maximum of \$1200.

****Medical, Dental, and Vision Insurance**

The City of Grapevine offers medical, dental, and vision insurance coverages to regular full-time and regular part-time active employees. In addition, employee's dependent coverages are available on an optional basis. Note: If a spouse has other insurance coverage available, but chooses not to participate in that coverage, benefits paid under this plan will be limited. Contact Risk Management for additional details. Employees waiving health insurance coverage receive \$83.33 per month credit to their 125 Flex-Med account. Employee premium costs vary depending on the plan chosen and the employee's election of dependent coverage. **See page three for medical plan benefit designs.**

****Employee Assistance Program**

The Employee Assistance Program (EAP) is a benefit available for employees and their dependents, offering up to eight (8) free visits for problems relating to family relationships, depression, stress, substance abuse or other difficulties. Visits must be pre-authorized by Interface EAP.

****Disability Benefit**

The long-term disability plan provides financial protection for regular full-time employees by paying a portion of the employee's income (up to 60% of monthly earnings to a maximum benefit of \$5,000 per month) while the employee is disabled. Benefits may begin the day after 90 days of continuous disability. There is no cost to the employee for this coverage.

****Life Insurance** - The City provides life insurance equal to two times salary up to a maximum of \$350,000 at no cost to regular full-time and regular part-time employees up to age 65. Insurance at age 65 and older will be reduced for regular full-time and regular part-time employees. Accidental Death and Dismemberment insurance is also provided at no cost to the regular full-time or regular part-time employee and is equal to the amount for which the employee is insured under the employee term life coverage. Regular full-time and regular part-time employees may purchase dependent coverage at various premiums depending upon the amount of coverage. Employees have the option of purchasing supplemental life, critical illness, and short term disability insurance through existing payroll deduction accounts.

****FLEX 125 Program**

Regular full-time and regular part-time employees may participate in the Flexible Benefit Plan, which corresponds to Section 125 of the IRS Code. The plan allows employees to set aside pre-tax dollars to pay for medical, dental, vision and health related expenses, which are not reimbursed by an insurance plan. Employees may also elect to contribute to a dependent care reimbursement account through voluntary payroll deductions. Pre-tax deductions are made prior to taxes being withheld from gross salary.

Travel Accident Insurance

The City provides 24-hour protection to employees while on business travel equal to four times basic annual salary subject to a maximum of \$100,000.

Texas Municipal Retirement System (TMRS)

Regular full-time and regular part-time employee's tax-deferred contribution into the pension fund is 7% of gross wages. The City matches this contribution on a 2 to 1 ratio. Vested after 5 years. Employees are eligible to retire with 20 years of service or at age 60 with at least 5 years of service.

Public Agency Retirement System (PARS-AR 457 Account)

Part-time, casual and temporary employees who are not eligible to participate in the Texas Municipal Retirement System will contribute 6.2% of gross wages into their tax-deferred PARS-AR 457 Account. The City will contribute 1.3% of the employee's gross wage into the employee's account. Employees are 100% vested immediately in the PARS-AR 457 Account.

Medicare

The employee and the City contribute 1.45% of earnings towards Medicare, but are exempt from other Social Security taxes.

Deferred Compensation Programs

ICMA-RC and NATIONWIDE are provided as optional tax-deferred supplemental retirement programs that allow public employees to contribute a portion of their salary, before taxes, to a retirement account. An employee may contribute a minimum of \$20 per month or up to 100% of gross income to a maximum of \$17,500/yr.

Direct Deposit

The employee may elect to have bi-weekly paychecks automatically deposited to any bank requested.

Legal Shield

An employee has the option of having pre-paid legal services provided on a payroll deduction basis.

Tuition Reimbursement –

Regular full-time employees can be reimbursed tuition and fees for college classes approved by Human Resources prior to the first day of class - \$240 per credit hour maximum for undergraduate courses and \$280 maximum per credit hour for graduate courses. Minimum grade of "C" for undergraduate classes and "B" for graduate classes also required for reimbursement limited to a maximum of eight credit hours per semester.

Grapevine Community Activity Center

Individual membership is free. Family membership for \$50/yr.

Family and Medical Leave

An employee may be eligible for leave under designated conditions as provided in the Family and Medical Leave Act.

****These benefits are effective on the first day of the month following 30 days of continuous, active employment.**